

DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

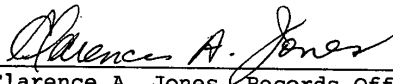
LABOR MARKET INFORMATION DIVISION


do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.**

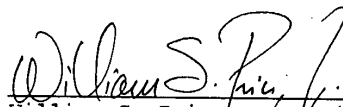
LABOR MARKET INFORMATION DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

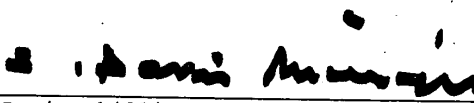
APPROVAL RECOMMENDED

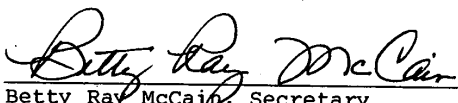

Clarence A. Jones, Records Officer
Employment Security Commission


Ann Q. Duncan, Chairman
Employment Security Commission


William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

May 9, 1994

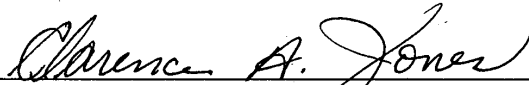
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DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION

Records Retention and Disposition Schedule Amendment

Amend the records retention and disposition schedule approved May 9, 1994 by changing the disposition instructions of Items 14680, 14659, 29410, 29411, 29412, 11910, 11911, 11912, 12269, 14690, 14670, 14671, 14673, and 12213 as shown on substitute pages dated August 31, 1994.

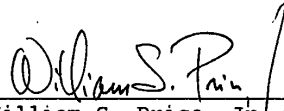
APPROVAL RECOMMENDED



Clarence A. Jones, Chief Records Officer
Administrative Services, Employment Security Commission



Ann Q. Duncan, Chairman
Employment Security Commission

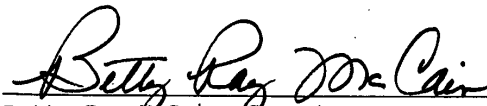


William S. Price, Jr., Director
Division of Archives and History

APPROVED



S. Davis Phillips, Secretary
Department of Commerce



Betty Ray McCain, Secretary
Department of Cultural Resources

August 31, 1994

JH

DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION

Records Retention and Disposition Schedule

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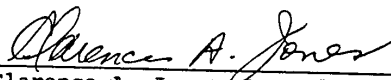
LABOR MARKET INFORMATION DIVISION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed.


LABOR MARKET INFORMATION DIVISION

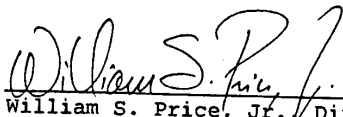
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

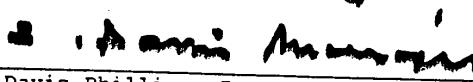

Clarence A. Jones, Records Officer
Employment Security Commission

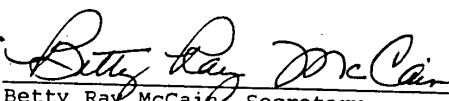
This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.


Ann Q. Duncan, Chairman
Employment Security Commission


William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

May 9, 1994

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**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
CURRENT EMPLOYMENT STATISTICS PROGRAM**

ITEM 11000. CURRENT EMPLOYMENT STATISTICS INSTRUCTION FILE.

Bureau of Labor Statistics letters providing instructions for the organization and daily operation of the Current Employment Statistics Program.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 11005. MONTHLY SAMPLE TABULATIONS FILE.

Monthly computer tabulations of data concerning employment by sample firms within North Carolina participating in the Current Employment Statistics (CES) Program. Information also includes hours worked and earnings. (Summarized data is developed and sent to U.S. Department of Labor.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
ECONOMIC AND GEOGRAPHIC ANALYSIS SECTION**

ITEM 36799. GEOGRAPHIC INFORMATION SYSTEM MAPS FILE.

Geographic maps produced by the Labor Market Information's Geographic Information System (GIS).

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
ES 202 AND STANDARD INDUSTRIAL CLASSIFICATION REFILE UNIT**

ITEM 14679. INITIAL LISTING OF COVERED EMPLOYERS FILE.

Computer printouts providing employment and wage data that is utilized to ensure accuracy of reporting by firms within the state. Information includes total wages, taxable wages, and unemployment insurance data. (Comply with applicable provisions of G.S. 96-4(t) regarding confidentiality of information provided to Employment Security Commission by employers and claimants.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 14680. STANDARD INDUSTRIAL CLASSIFICATION (SIC) STATEMENTS FILE.

Completed Bureau of Labor Statistics Forms 3023 describing functions, services, or activities performed by each employer covered by unemployment insurance within the state. (Data is utilized by unit personnel in the assignment of SIC codes.) (Comply with applicable provisions of G.S. 96-4(t) regarding confidentiality of information provided to Employment Security Commission by employers and claimants.) Amended 8-31-94

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 14681. 3-DIGIT WORKSHEET FILE.

Computer printouts providing employment and wage data corrected from Initial Listing of Covered Employers File. (Comply with applicable provisions of G.S. 96-4(t) regarding confidentiality of information provided to Employment Security Commission by employers and claimants.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 14683. NORTH CAROLINA INSURED EMPLOYMENT AND WAGE PAYMENTS FILE.

Reference copies of published North Carolina Insured Employment and Wage Payments which provide an annual report of industrial employment and wages. Information includes both a statewide summary and a breakdown by county of industrial information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14684. NORTH CAROLINA INSURED EMPLOYMENT AND WAGE PAYMENTS QUARTERLY REPORT FILE.

Reference copies of quarterly publication of North Carolina Insured Employment and Wage Payments. Publication provides preliminary reports of industrial employment and wage data both statewide and by county. (Publication is utilized in the preparation of North Carolina Insured Employment and Wage Payments File (Item 14683).)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
ES-202-EMPLOYMENT AND WAGES**

ITEM 29409. EMPLOYMENT AND WAGES STATISTICAL SUPPLEMENT FILE.

Employment and wage data of employers with multiple locations or work sites. (Comply with applicable provisions of G.S. 96-4(t) regarding confidentiality of information provided to Employment Security Commission by employers and claimants.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
LABOR SUPPLY, LABOR MARKET INFORMATION UNIT**

ITEM 14657. JOB APPLICANTS FILE.

Quarterly reports concerning job applicants registered with local Employment Security Commission offices within the state. Information includes biographical data and skill level of each applicant; listed by county.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 14658. WAGE FILE.

Completed survey questionnaires listing occupational wages throughout the state. (Information is utilized in the compilation of an annual wage report published by the Employment Security Commission.) (Comply with applicable provisions of G.S. 96-4(t) regarding confidentiality of information provided to Employment Security Commission by employers and claimants.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 14659. AREA WAGE SURVEY FILE.

Published Bureau of Labor wage data for standard metropolitan statistical areas within the state. Amended 8-31-94

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
LOCAL AREA UNEMPLOYMENT STATISTICS, LABOR MARKET INFORMATION, AND
AFFIRMATIVE ACTION UNIT**

ITEM 14650. UNIT CORRESPONDENCE FILE.

Correspondence and memorandums concerning the organization and daily operation of the unit. File also includes requests from the public for labor market information.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 14652. NORTH CAROLINA LABOR FORCE ESTIMATES FILE.

Labor force estimates concerning the labor force within the state for each year. Information includes county and statewide employment and unemployment data as well as data concerning the various types of industries.

DISPOSITION INSTRUCTIONS: Transfer 11 or more copies (as required) of each publication to the State Documents Clearinghouse, North Carolina State Library, when received from printer, in accordance with G.S. 125-11.7/11.8. Destroy in office remaining copies and related records when reference value ends.

ITEM 14653. LABOR AREA UNEMPLOYMENT STATISTICS FILE.

Data compiled monthly by the Employment Security Commission providing county and statewide employment/unemployment information. (This data is transmitted to the Bureau of Labor Statistics in monthly reports and is utilized in the direction of federal unemployment program funds to areas within the state.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 14654. STATE LABOR SUMMARY FILE.

Data summarizing labor statistics within the state including employment/unemployment data, hours and earnings, and turnover rates.

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

ITEM 14655. LABOR AREA SUMMARY FILE.

Data summarizing labor statistics within metropolitan areas. (Information provided is less detailed than State Labor Summary File.)

DISPOSITION INSTRUCTIONS: Destroy in office after 10 years.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
MANAGEMENT RECORDS OFFICE**

- ITEM 13000. EMPLOYMENT AND TRAINING ADMINISTRATION (ETA) MASTER FILE.**
Records concerning various Employment Security Commission programs received from ETA regional office in Atlanta. File includes memorandums, bulletins, and instructions.
DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.
- ITEM 13001. EMPLOYMENT SECURITY COMMISSION ADMINISTRATIVE BULLETINS FILE.**
Administrative bulletins received from the chairman of the Employment Security Commission, the director of Administrative Services Division, and other Employment Security Commission officials. (Separated according to whether numbered or unnumbered.)
DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.
- ITEM 13002. EMPLOYMENT SECURITY DATA FILE.**
Employment data concerning all states. File lists payroll costs, wages, and taxes for each state, along with state rankings in various categories.
DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.
- ITEM 13003. FEDERAL INSTRUCTIONS FILE.**
Bulletins, correspondence, reports, and manual transmittal letters received from federal sources concerning instructions for employment and unemployment programs within the state. (Separated by type of document.)
DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.
- ITEM 13007. MANUAL TRANSMITTAL LETTERS FILE.**
Transmittal letters received from the Employment Security Commission which provide maintenance instructions for various manuals.
DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.
- ITEM 13009. U.S. BUREAU OF LABOR STATISTICS (BLS) MASTER FILE.**
Memorandums concerning employment and unemployment received from the BLS. (Separated according to source, national, or regional BLS offices).
DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.
- ITEM 13157. DIVISION CORRESPONDENCE FILE.**
Correspondence, memorandums, and other related records concerning the organization and daily operation of the Labor Market Information Division.
DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.
- ITEM 13159. RESEARCH AND STATISTICS BULLETINS FILE.**
Instructional bulletins sent by the division to Employment Security Commission local offices throughout the state.
DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.
- ITEM 13166. DIVISION REPORTS FILE.**
Information copies of various reports and publications produced by the division concerning employment/unemployment in North Carolina.
DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
MANAGEMENT RECORDS OFFICE**

ITEM 13167. NATIONAL OFFICE PROGRAM FILE.

Records received from U.S. Department of Labor concerning the organization and daily operation of the Employment Security Commission. File includes correspondence, memorandums, bulletins, and letters of instruction.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 13171. PROGRAM SUBJECT FILE.

Reference materials concerning division programs. File includes program correspondence, manuals, census publications, guidelines, and handbooks.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
N. C. STATE OCCUPATIONAL INFORMATION COORDINATING COMMITTEE**

ITEM 11909. MANAGEMENT AND PROGRAMS FILE.

Records concerning the authority, purposes, methods, procedures, operating philosophy, and primary functions and programs administered by the committee. File includes correspondence, memorandums, reference copies of grants, and other related records regarding the Job Training Partnership Act, committees, associations, conferences, workshops, plans, projects, proposals, and reports.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 11914. PUBLIC RELATIONS FILE.

Records concerning public information programs. File includes newspaper clippings, audio-visual materials, speeches, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 12267. MINUTES FILE.

Approved minutes of the committee. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center immediately to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. Transfer returned paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
OCCUPATIONAL EMPLOYMENT PROJECTIONS UNIT**

ITEM 14693. OCCUPATIONAL EMPLOYMENT STATISTICS (OES) PROJECTIONS FILE.

Computer printouts from Bureau of Labor Statistics providing projected biennial employment data by occupation within the state.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14694. INDUSTRY PROJECTIONS PRINTOUT FILE.

Computer printouts from the Bureau of Labor Statistics and the Employment Security Commission providing employment data utilized in the compilation of projected industry employment requirements.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
OCCUPATIONAL EMPLOYMENT STATISTICS SURVEY UNIT**

ITEM 14689. OCCUPATIONAL EMPLOYMENT STATISTICS (OES) SURVEY FILE.

OES survey forms completed and returned to the Employment Security Commission by a representative sample of firms within the state. (Each significant industry is covered once every three years.) Data provided includes breakdowns of employment within industry by occupation and is utilized in the preparation of occupational estimates and projections. (Comply with applicable provisions of G.S. 96-4(t) regarding confidentiality of information provided to Employment Security Commission by employers and claimants.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years or when replacement survey is completed.

ITEM 14690. OCCUPATIONAL EMPLOYMENT STATISTICS (OES) ESTIMATES PRINTOUT FILE.

Computer printouts providing occupational employment data for each survey periodically sent to the Bureau of Labor Statistics. (Comply with applicable provisions of G.S. 96-4(t) regarding confidentiality of information provided to Employment Security Commission by employers and claimants.) Amended 8-31-94

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 14691. OCCUPATIONAL EMPLOYMENT STATISTICS PROGRAM CORRESPONDENCE FILE.

Correspondence, memorandums, guidelines, and other data concerning the operation of the OES Program.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14692. SURVEY CONTROL CARDS FILE.

Card file providing data concerning various employers to whom survey forms are sent. (Comply with applicable provisions of G.S. 96-4(t) regarding confidentiality of information provided to Employment Security Commission by employers and claimants.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
REPORTS AND ANALYSIS UNIT**

ITEM 14670. DRAFT UNEMPLOYMENT SERVICE AND EMPLOYMENT SERVICE REPORTS FILE.

Draft copies of unemployment and employment reports sent to the U.S. Department of Labor.
File includes worksheets and other supporting data. Amended 8-31-94

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14671. TYPED COPIES OF U.S. DEPARTMENT OF LABOR REPORTS FILE.

Periodic reports sent to the U.S. Department of Labor providing employment/unemployment information within state. (These reports and copies within the Employment Security Commission are regulated by federal statutes retention.) Amended 8-31-94

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 14672. INDICATORS OF COMPLIANCE FILE.

Reports received from local employment offices concerning compliance with federal regulations for protection of/and services for migrant farm workers within the state. Data provided includes numbers of migrants within state, nature of complaints received, and action taken by local

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14673. RS-1 REPORTS FILE.

Monthly and weekly RS-1 and other reports received from local employment offices concerning unemployment insurance (UI) claims activities in Employment Security Commission local offices. Information includes a summary breakdown of weekly and monthly totals of different categories of UI claims. (Data is summarized and reported to U.S. Employment and Training Administration.) Amended 8-31-94

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
LABOR MARKET INFORMATION DIVISION
UNEMPLOYMENT INSURANCE RESEARCH SECTION**

ITEM 12213. EXPERIENCE RATING FILE.

Data on employers covered by the N.C. Employment Security law. Information concerns wages and benefits paid by firms, reports, correspondence, and computer printouts. Amended 8-31-94

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 12214. EXPERIENCE RATING PUBLICATION FILE.

Publications concerning "Experience Rating," a summary of experience rating data for North Carolina firms.

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ITEM 12215. EXPERIENCE RATING REPORTS FILE.

Experience rating reports sent to U.S. Department of Labor. Data concerns unemployment insurance for North Carolina firms.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 12217. UNEMPLOYMENT INSURANCE FORECASTING MODEL FILE.

Data utilized in forecasting of the income and dispersal of unemployment insurance (UI) funds based upon various economic assumptions for North Carolina. Data concerns wages, labor force, UI claims, and employer account data; correspondence; and computer program documentation.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.